

Subject: Mail Stop Numbers-Rejected PO's
From: Carissa Herrera
Date: 2/26/2021, 9:24 AM
To: Bert Huerta
CC: Richard Payan <richard.payan@lacity.org>

Good morning Bert,

Please see the following PO's that are in question. The highlighted PO's were rejected due to incorrect mail stop numbers. The PO below the highlighted information was finalized even though the information regarding the mail stop number was the same.

Winnetka Child Care Center: 8361 Winnetka Ave, Winnetka CA 91306

BPO#21*215319-Rejected due to " mail stop#"

CPO#20*425028-Finalized with same description "No mail stop#"

Mail Stop# Not provided on the list. A mail stop number for Winnetka is only provided for the recreation center (8401 Winnetka Ave, Winnetka CA 91306)

Ardmore Recreation Center: 3250 San Marino St, Los Angeles CA 90006

CPO#21*438704-Rejected "please check the stop# spreadsheet, you will find stop# match this delivery address"

CPO#21*403102- Finalized with the same description "No mail stop#"

Mail Stop# 656-8 was provided on the list per Xiaoning. This mail stop address was used in CPO 21*438704, yet rejected due to incorrect information.

I have attached the spreadsheet that was provided from Xiaoning on June 7, 2019. Due to the fact that these mail stop numbers provided were not all completely accurate, Gina and I took it upon ourselves to create our own mail stop list. Below you will find the spreadsheet provided by Xiaoning as well as the PDF list Gina and I had been working on.

Thank you



- [Attachments-40/Mail stop numbers.pdf](#)
- [Attachments-40/Mail stop numbers.xlsx](#)
- [Attachments-40/STOP NUMBERS \(Per Gina and Carissa\).pdf](#)